



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: September 4, 2009

TO: Iowa School Food Authorities

FROM: Julia Thorius, Chief
Bureau of Nutrition, Health and Transportation Services

SUBJECT: Providing Alternative Summer Food Service or Seamless Summer Option Meals during H1N1 Related School Dismissals

As of the date of this memo, the Centers for Disease Control (CDC) is not recommending closure of schools due to an influenza outbreak. However, in response to new guidance issued by USDA and to assist you in planning should a school in Iowa be closed/dismissed related to an H1N1 outbreak, the State Agency is providing the following information.

This memorandum outlines how schools and community organizations may provide reimbursable Summer Food Service Program (SFSP) or National School Lunch Seamless Summer Option (SSO) meals free to low-income children during H1N1 related school dismissals. Such dismissals would follow a public health emergency declaration under section 319 of the Public Health Service Act, and would prevent the service of meals at school to large groups of children through the National School Lunch and School Breakfast Programs. To compensate for this loss of school meal service, with prior State Agency approval schools may serve free SFSP or SSO meals away from the school (off-site). There will be a waiver of the normal requirement to serve SFSP or SSO meals on-site to allow off-site meal service for these H1N1 related school dismissals to limit contact. Meals may be made available on either a pick-up or delivery basis.

Meals served during these school dismissals may be claimed either through the SFSP or the SSO and will generally operate as these programs do during the summer months. An SFSP/SSO Program comparison is attached to help you determine which program is most appropriate for your unique circumstances.

The requirements to participate in SFSP or SSO under this waiver program are authorized in USDA Policy Memorandum SP 31-2009, SFSP 05-2009, available on-line at http://www.fns.usda.gov/cnd/summer/Administration/Policy/2008-2009/SFSP_05-2009-os.pdf. Any School Food Authority (SFA) or eligible community organization that wants to provide free reimbursable meals through SFSP or SSO to children enrolled in schools dismissed due to H1N1 must have an agreement with the State Agency which authorizes operation of the SFSP or the SSO. SFAs and other eligible organizations with existing

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approved applicable agreements in place may modify these agreements by submitting a completed waiver request to the State Agency for operation during H1N1 related school dismissals.

The waiver request that is attached includes the following:

- Name of School Food Authority (SFA) covered by the waiver request;
- School building information;
- Your estimated time frame for beginning meal service after a public health emergency declaration and school dismissal;
- The meal distribution method(s) the institution will use (i.e., pick-up or delivery models);
- Your plan for targeting the meal distribution to low-income students (i.e., enrolled in schools having 50 percent or more free or reduced price children or other children perceived/documentated to be low income and the siblings of these children);
- Your methods for communicating with families about receiving meals for their children;
- Your procedures to ensure proper operation of the Program including meal patterns, meal counts, food safety, oversight, etc.;
- Other information (i.e., avoiding meal duplication and collaboration with other organizations).

Next Steps:

In order to assure prompt response to school dismissals, SFAs and community organizations are encouraged to work together to develop a meal production and distribution plan for submission to the State Agency prior to H1N1 related school dismissals.

1. Review the attached documents, *SFSP/SSO Comparison Chart* and *School Closings for H1N1 Outbreaks: Questions and Answers* to determine which program option is most appropriate for your unique circumstances.
2. Complete A, B, or C below:
 - A. For SFAs or other eligible organizations WITH existing approved SFSP agreements wanting to be prepared to participate under SFSP:
 - Complete the attached document, *Waiver Request: H1N1-Related School Dismissals*, checking the SFSP option.
 - B. For SFAs currently participating in NSLP wanting to be prepared to participate under SSO:
 - Complete the attached document *Waiver Request: H1N1-Related School Dismissals*, checking the SSO option.

C. For SFAs or other eligible organizations WITHOUT existing approved SFSP agreements wanting to be prepared to participate under SFSP:

- Complete the attached documents *Waiver Request: H1N1-Related School Dismissals* and *CNP 2000 Access Form*.

3. All waiver requests and access forms must be submitted as hard copy to the State Agency (SA) for review and approval prior to any meals being served related to a school dismissal. Maximum advance notification to the SA of your intentions is recommended for timely processing of your request. Please make a copy of the signed documents for your records and mail or fax to: Attn: Administrative Consultants Rod Bakken (SFSP) or Patti Harding (SSO), Bureau of Nutrition, Health and Transportation Services, Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-0146 or Fax (515) 281-6548.
4. Continue planning at the local level while the State Agency processes the paperwork.
5. Upon approval of the waiver request to operate under SFSP or SSO you will receive a letter of approval, addendum for an existing agreement or a new SFSP agreement to sign and instructions related to the on-line application and claiming system.
6. Once steps 1-5 are completed and one or more schools in your district are dismissed related to H1N1, the SA must be notified of specific building dismissal prior to utilizing the waiver option. Additional details regarding the notification process will be provided with the waiver approval.

The Department is also posting this memorandum and the attachments on the Bureau website. Additional information and technical assistance will be provided as needed to assist SFAs and organizations in efforts to serve low-income children affected by H1N1 school dismissals.

If you have any questions, please contact Administrative Consultants Rod Bakken (SFSP) or Patti Harding (SSO) at: Bureau of Nutrition, Health and Transportation Services, Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-0146 or phone (Rod) 515-281-4760; (Patti) 515-281-4754 or Fax: (Rod and Patti) 515-281-6548.

Attachments: Waiver request-H1N1 Related School Dismissals
SFSP/SSO Comparison Chart
School Closings for H1N1 Outbreaks: Questions and Answers
CNP 2000 Access Request Form for SFSP